## How to Set Up Your Posting Without using the Online Job Application

Start at the Recruiting Homepage and click on the Recruiting Activities tile.

Next, Click the **Create Job Opening & Applicant** link and then click on **Create Job Opening**. The 'Primary Job Opening Information' search page displays. Update the fields in the Job Details section of the '**Primary Job Opening Information**' search page and click **Continue**.



The Job Opening page displays with the majority of fields automatically populated from the position number you entered on the search page. The first step will be to correct the Template ID for your Job Opening. NOTE: **Template ID 1013 KS Posting With Questions** will automatically default in the Template ID field each time you create a new Job Opening.

## Next, Choose Template ID 1014 KS Posting Only-No Job App and tab out of the field.

Applicants Applicant Search Appli	licant Screening Activity & Attachments Details
Job Opening   Job Posting and Screening	
Opening Information ⑦	
*Template ID	1014 Q KS Posting Only-No Job App
Job Opening Type	Standard Requisition
Created By	K000 Q
Created	04/02/2019
*Openings to Fill	Limited Number of Openings
Target Openings	1
Available Openings	1

## You will get a warning message pop up, just click **Ok** and continue.

Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, section(s) are not in new template definition. (18176,6012)				
If data exists in those sections, it will be deleted. Press OK to delete or cancel to revert back to the previous template.				
OK Cancel				

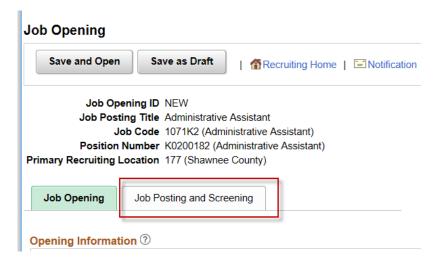
!!-If you change the Template ID after the job opening is saved, you will need to delete all the questions in the Screening Questions section on the Job Posting and Screening page, click the Load the Question Set button and choose the question set '1003-NoApplication'.

Pay special attention to these fields which applicants use to search in Careers. **NOTE:** If any of this information is incorrect you should not continue creating the Job Opening. You will need to correct the Position and then go back to Create your Job Opening.

- Department (Agency and Department)
- Recruiting Location
- Regular/Temporary
- Full-time/Part-time

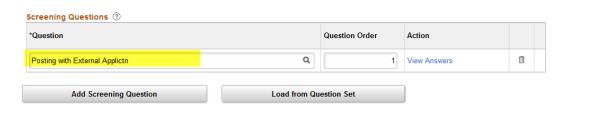
Staffing Information ①			
Region	USA Q		
Schedule Type	Full-Time	~	
Regular/Temporary	Regular	~	
Begin Date	<b></b>		
End Date	<b></b>		
Shift	Not Applicable	~	
Hours	40.00		
Work Period	Weekly	~	
Travel Percentage	Never or rarely	~	
Salary Information ①			
Salary Admin Plan	CLA Q		Classified Pay Plan
From Grade	013 Q		CLASSIFIED GRADE 013
From Step	4 Q		

Next, setup screening on the Job Posting and Screening page.



When you are using **Template ID 1014-KS Posting Only-No Job App**, Screening is used to turn <u>OFF</u> the job application. If the applicant clicks the Apply for Job button, they will be presented with a kickout question (it fails no matter the answer the applicant chooses).

Ensure there is only 1 question in the Screening Questions section.

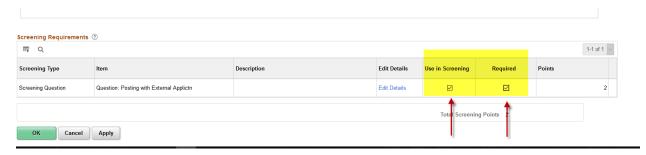


!!-If you change the Template ID after the job opening is saved, you will need to delete all the questions in the Screening Questions section on the Job Posting and Screening page, click the Load the Question Set button and choose the question set '1003-NoApplication'.

**Next**, Click the **Pre Screening** link in the Applicant Screening section.



Scroll to the question in Screening Requirements and check on the **Use in Screening** and **Required** boxes. Click the **OK** button.



Next, click on the **Add Job Posting** button on the **Job Posting and Screening** page.

Choose 'Job Posting' in the **Description Type** dropdown.

Choose the 'Job Posting – No Online Application' in the Template dropdown. This template features:

A message at the top instructing applicant that the Apply for Job button will not work.

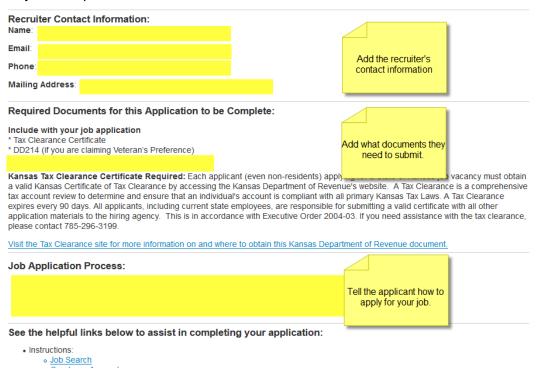


Important Notice to those applying for this job:

To apply for this job, please see the Job Application Process section below.

This job posting does not use this site's online application. The 'Apply for Job' button will not work.

 Places for you to define what your application process is and what documents to they should provide.

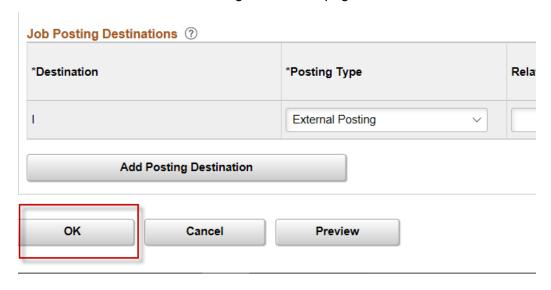


Select a value in the **Visibility** field. Choose the group you are targeting to recruit from in the Visibility field.

The last part of the posting is the Job Posting Destination section.

Setup the Job Posting Destination so that Destination = I, Posting Type = External Posting, and add the dates your job should be posted and/or removed.

Click the **OK** button on the Posting Information page.



Next, click the **Save and Open** button.

Your <u>new</u> job posting will appear within the next hour in Careers.

Verify your Job Posting online. Verify it looks complete and your formatting is correct. Check your search values work.

If you need to make a change or correction, go to the job opening and make the correction. Your changes should take effect immediately.